



Rolla Community Center Rental Agreement

Event Date: _____ Set-Up Time: _____ Start Time: _____ End Time: _____

Event Type: _____ Number of Attendees: _____

Renter: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

RENTAL OPTIONS & FEES: (check one)

_____ **Big Room** - \$200.00 with a \$100.00 refundable deposit

_____ **Small Room** - \$35.00 non-refundable

Payments should be made to **City of Rolla**. Cash, check, and money order will be accepted.

CONDITIONS AND RESPONSIBILITIES OF RENTER

Please read the material below to make sure all parties understand the requirements of providing for everyone's safety and keeping the **Rolla Community Center** a well maintained and safe location for future use.

The Renter will not have access to the kitchen facility. But will have use/access to the kitchenette area.

Renter is required to clean up after use, which includes but is not limited to; garbage removal, floor cleaning, replacing furniture to its original position, wiping counters in kitchenette area, and removal of personal items. The deposit will be returned, by mail, upon satisfactory inspection by the Community Center Staff. Damage to property will result in loss of deposit.

Renter will be given a key to the middle door and will be required to lock up after event. Renter must then bring the key to **City Hall** and place it in the **drop box** located in the main entrance.

Acknowledged, Agreed, and Authorized by Primary Contact/Renter:

Name: _____ Date: _____

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